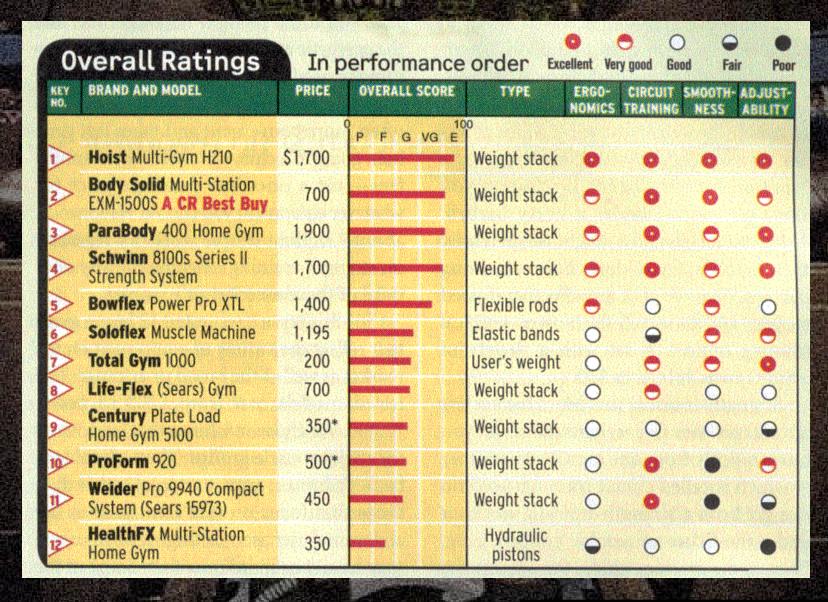
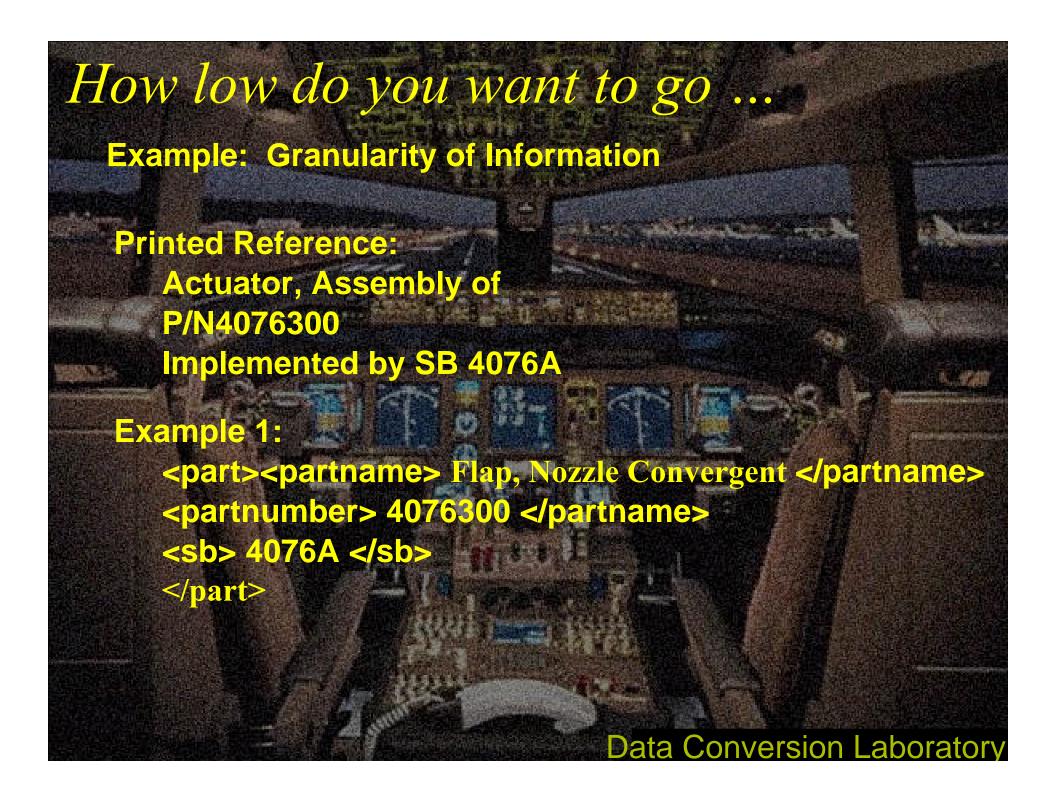


Table Example







Not all lists are created equal ...

Example: Numbered Lists vs. Series of Steps

- Do you need to differentiate between a simple numbered list and a series of steps? They appear similar to software, however, they have different meanings
- Structure is different
 - Steps typically have more rules ... use the power of technology Sequential List Example

Relubricate the following:

- Flap tracks #1 and #2 in each wing.
- 2. Landing gear and doors.
- Baggage door handle shaft.

Steps Example

If gust lock found engaged, proceed as follows:

- Check control wheel and column for excessive movement.
- Examine flight control surfaces for distortion.
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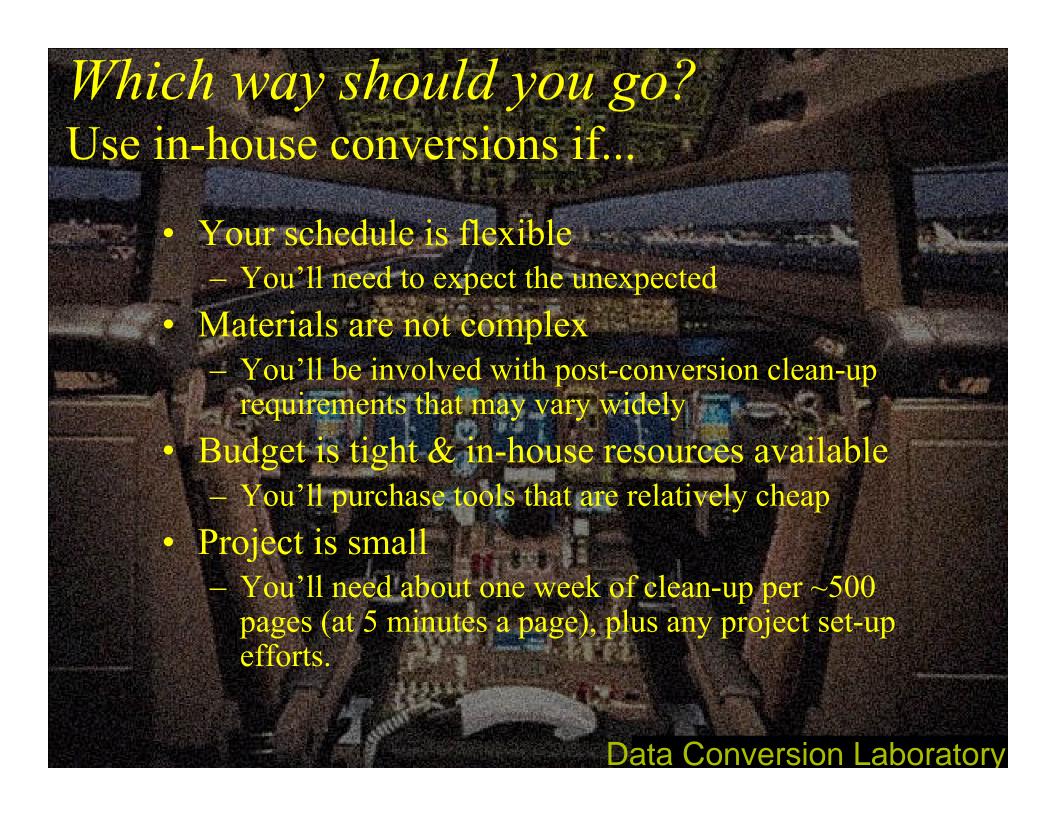
A picture is worth a thousand words Example: Graphics Conversion Which format should you use? ✓ Raster (TIFF, GIF, JPEG, PNG, etc.) – less expensive, static ✓ Vector (CGM, SVG, IGES, AutoCad, etc..... more expensive, hot spotting, editable, re-sizing, less space – Resolution? – How good is your source? ✓ electronic or paper? ✓ is source vector? Conversion Laboratory

Keep your heading above water ...

Example: Document Headings

- Heading Hierarchy is not always obvious
- Heading Hierarchies are often complex
 - √ (sometimes going 8 10 levels deep)
- Heading levels may not always be consistent within the same document
 - √ be aware of skipped levels
- Converting multiple documents while trying to normalize headings
 - √ different levels of granularity
 - ✓ Mapping different heading styles

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Which way should you go? Use out-source conversions if...

- Meeting schedule is critical
 - You'll have a realistic estimate of how long the project
 will take as well as your options for speeding it up
- Materials are complex
 - Data conversion experts will have experience dealing with the difficult and/or unusual issues
- Budget is well defined
 - You'll have an understanding of the project costs and what the trade-offs are
- Project is large
 - You'll have a process that scales as big as you want

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Recommendations

- Select format(s) that meets your expected requirements
 - If a functionality is not required, why pay for it?
 - Rookies should consider XML, veterans stay with SGML
- Define a DTD/Schema that looks backwards and forwards
 - Accounts for condition of legacy data
 - Leverages efforts of industry standards
 - Addresses internal requirements for future use & reuse
- Migrate data based on your situation
 - Your current conversion does not have to be the 'final' answer
 - Budget / Quality / Schedule constraints

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